

Civil Engineering Improvement Plans Submittal Form

Please attach this checklist to all submittals. All items marked
“Required” must be included. *Incomplete submittals will be rejected.*

Log No.: _____

Date: _____

Project:			
Location:			
Engineering firm:		Contact person:	
Reviewed by:		Contact Phone No.:	

First Submittal

Req'd	Sub	Item
✓		This form and the Engineering firm transmittal sheet.
✓		Six (6) sets of 24" x 36" civil improvement plan prints (include all plans applicable to this project). <i>Each set will include one copy of each improvement.</i>
✓		Two (2) copies of the drainage report.
✓		Certificate of Area.
		3 landscape & irrigation plans - <i>must be approved prior to approval of the civil improvement plans.</i>
		Occupancy Clearance Agreement (if option to file a Performance Bond is not selected).
		Two (2) copies of the Geotechnical Report (with certified percolation test results).
		Two (2) copies of the Phase I Environmental Site Assessment.

Submittal of these items will facilitate the approval process.

Resubmittals

Req'd	Sub	Item
✓		This form and the Engineering firm transmittal sheet.
✓		Four (4) sets of 24" x 36" civil improvement plan prints - <i>each set must include one copy of each improvement.</i>
✓		Original redlines, comment sheet & checklists from previous reviews.
✓		Two (2) copies of the updated drainage report - <i>until accepted.</i>
✓		Two (2) copies of the Geotechnical Report with Cert. Percolation Test results - <i>until accepted.</i>
✓		One (1) Construction Quantity Estimate sealed by engineer (for performance bond) <i>or</i> Agreement for Occupancy Clearance to be Withheld in Lieu of Filing Performance Bond.
✓		One (1) Certificate of Quantities sealed by engineer, <i>with</i> Civil Improvements/Encroachment Permit Application
		Three (3) landscape & irrigation plans - <i>must be approved prior to approval of the civil plans.</i>
		Reclaimed Water Use Agreement.
		Additional review fee, assessed at each review beginning with the 4 th review.

Mylar Submittal

Req'd	Sub	Item
✓		This form and the Engineering firm transmittal sheet.
✓		3 sets of approved civil improvement plans sealed by engineer. This includes, but is not limited to, street, water, sewer, grading and drainage, signing and striping (if required), reclaimed water, and fire line (for site plans) plans. Five (5) sets of street light plans are required.
✓		Original civil improvement plan cover sheets - 4 mil mylar.
✓		One (1) <i>final</i> Certificate of Quantities, sealed by engineer (for inspection fees).
✓		One (1) Reclaimed Water Use Agreement.
✓		Original redlines, comment sheet and checklists from previous reviews.
✓		Final AutoCad DWG file of improvement plans (Release 14 minimum).